

Embassy/High Commission of Pakistan
(Name of Mission)

CIRCULAR

Simplification of Procedure for Issuance of the Letters of
Administration/Succession Certificates

Upon death of any family member, legal heirs languish in courts for years before they are able to obtain Letters of Administration (for immovable properties) and Succession Certificates (for movable properties). Now without going to the Courts, the legal heirs can obtain Letters of Administration or Succession Certificates, as the case may be, through a quick five stage process facilitated by Succession Facilitation Units operated by the National Database Registration Authority. Presently, one Facilitation Unit is operative in Islamabad dealing with properties/assets in the Islamabad Capital Territory (ICT) only. Shortly, NADRA will establish many more Succession Facilitation Units in other cities of Pakistan.

The Applicants have to submit a simple application form after which NADRA will issue public notice in leading local newspapers and on its website. Where no objections are received within fourteen days, the legal heirs whether in Pakistan or abroad (**London, Manchester, Birmingham, Bradford, Jeddah, Riyadh, Medina, Dubai, Abu Dhabi, Doha**), can visit their local NADRA office in Pakistan or the Pakistan Missions abroad, as the case may be, in the above mentioned *cities* and conduct bio-metric verification. Once verification of the legal heirs is complete through bio-metrics, Succession Certificate or Letter of Administration will be issued in Applicant's favour. Apart from the abovementioned cities, the Government at the earliest is creating bio-metric verification centres in many other cities of the world.

Procedure for applying the Letters of Administration/Succession Certificates is as follows:

Step: 1

Application Initiation: The applicant will provide his/her National Identity number, deceased person's death certificate and National Identity number. Along with the application, the Applicant shall submit letter of authorization from all the legal heirs to file application on their behalf.

Step: 2

Legal Heirs and Assets Details: The applicant will provide the relevant details of legal heirs, and information pertaining to the moveable and immovable assets of the deceased.

Step: 3

Verification and Consent of Legal Heirs: All legal heirs mentioned by the applicant will visit NADRA's Registration Center for biometric verification and details provided by applicant will be verified.

Step: 4

Advertisement in Newspaper: NADRA will publish the notice to the public at large for ascertaining if there are any objections on the particular application.

Step: 5

Printing and Delivery of Certificate: If there are no objections after 14 days of publication of the notice, the Succession Certificate/Letter of Administration will be printed and given to the applicant.

NOW THERE IS NO NEED TO GO TO THE COURTS!!

For details please visit the NADRA website:

<https://succession.nadra.gov.pk>

VERY SOON NADRA SHALL INTRODUCE THE FACILITY OF FILING ONLINE APPLICATIONS AND PROVIDE ONLINE BIO-METRICS VERIFICATION. PLEASE LOOK OUT FOR NEW ANNOUNCEMENTS.
